



Glasgow Kelvin College
Board of Management
Finance and Resources Committee
Minute

Minute for the meeting held at 5pm on Tuesday, 5 March 2024 via MS Teams

1. Sederunt

Heather McNeil (Vice Chair);
Ian Patrick;
Derek Smeall (Principal);
John McBride;
Steven Caldwell;
Iain Carmichael; and
Dr Marion Allison.

In Attendance

Linda Ellison, Secretary to the Board;
Jeanette Evans, Vice Principal Operations;
Doreen Shiels, Director of People and Culture;
Lisa Clark, Director of Estates and Corporate Services;
Jason Quinn, Director of Digital and Information Services;
Alan Carr, Head of Finance;
Lorraine McGovern; Senior Accountant and
Annette McKenna, Governance & Executive Support Manager for recording purposes.

2. Apologies

Robert Doyle (Chair).

The Vice Principal Operations noted that L McGovern, Senior Accountant, was in attendance as part of her professional development. The Vice Chair welcomed L McGovern to the meeting.

3. Terms of Reference

The meeting was quorate with six non-executive members in attendance.

4. Declarations of Interest and Connection

There were no declarations of interest or connections raised by members; connections are not minuted. The Vice Chair reminded members that they could declare an interest or connection at any point during the meeting.

5. Minute of the Previous Meeting held on 28 November 2023

Members accepted the minute as an accurate record of the business conducted at the meeting held on 28 November 2023.

6. a) **Matters Arising from the Previous Meeting held on 28 November 2023**
There were no matters arising from the previous meeting.

b) **Action Log**

i) **Finance and Resources Committee Action Log as at March 2024**

Members noted the action highlighted in green and agreed it was complete and could be removed from the Action Log.

7. **Finance Report - NOT IN THE PUBLIC DOMAIN**

The Vice Principal Operations spoke to the content of her report that sought to provide members with a comprehensive financial update. The report covered Quarter 2 Forecast, Management Accounts at 31 January 2024, Debt, Student Support Funds, Procurement and cash at 31 January 2024.

J Evans took members through the executive summary at section 2 of the report.

She also took members through the main movements and impact on the Quarter 2 Forecast, as set out in section 3 of the report; bad debt expenditure is higher than last year at this point and the management accounts show an improved position mainly due to increased SFC and non-SFC income. She noted that the Quarter 2 Forecast presented a deficit Adjusted Operating Result (AOR) on Quarter 1.

However, she highlighted that the positive movements on the Quarter 2 Forecast have allowed the College to reduce the funding required from the Arm's Length Foundation (ALF) for 2024/25. She also informed members that the College would not spend all the budgeted Voluntary Severance (VS) funding this academic year, whilst still achieving its savings target, due to the careful managing of vacancies and natural turnover of staff; a report will be provided to the Remuneration Committee for approval following the Easter break.

I Patrick highlighted the importance that future reports identify the holistic impact of staff reductions i.e. strategic as well as financial.

She informed members that forecast security savings have not yet been achieved as the consultation with staff impacted by the proposed changes to the current arrangements has taken longer than anticipated. However, the consultation has been meaningful and has resulted in some revision to the original proposals. The process is due to end on Friday 8 March 2024, with the expected implementation of changes following the Easter break.

J Evans informed members that the SFC are currently looking at an approach to delivering Scotland's College Infrastructure Investment Plan that identifies future capital investment funding. She further informed members that costs related to building condition surveys had been built into the budget; the SFC have confirmed they are not providing funding for this purpose. She noted that the suggestion of the SFC Infrastructure Development Group was to roll forward the information collated in the surveys undertaken previously by colleges, Glasgow Kelvin's was undertaken in 2017. She added that a 10-year Capital Plan could not be undertaken without the appropriate up to date information.

The Principal noted that the positive Quarter 2 position was due to good management. He emphasised the significance of the reduction in funding taken from the ALF as it will provide some flexibility going forward due to a physical funding cut for academic year 2024/25; the percentage of the cut will not be confirmed until the end of March 2024. He reminded members that the current College Operating Plan (CoP) covers a three-year period, and that the College has already gone through a lot of pain and downsizing of staff; dependant on the size of the funding cut, this could be extended to a four/five-year period.

J Evans drew members attention to section 5.2 of the report that sought approval from members for permission to write off unpaid student fees.

In a response to a question from S Caldwell, A Carr informed members that the spike in cash flow in relation to wages and salaries for April 2024 was due to the pay award to staff being pushed back; from a cash point of view, it needs to be planned for to be sure we have the funds to pay the award.

In a response to a question from I Carmichael, J Evans informed members that the procurement collaboration is extended to all colleges. She added that colleges pay APUC an annual fee to use their frameworks and wider services. She noted that a high quality and valuable service is provided.

The Vice Chair drew members attention to the collaborative work undertaken by the Glasgow College Sustainable Institution Group as noted in section 6.3 of the report. She cited this as an example of positive coloration between the Glasgow Colleges. Members echoed the Vice Chair's comments.

The Vice Chair thanked J Evans for her comprehensive report.

The Finance and Resources Committee agreed to:

- i) note the Quarter 2 Forecast;
- ii) note the actual financial performance for the first 6 months of the year reflected in the Management Accounts to 31 January 2024;
- iii) note the College Debt position at 31 January 2024;
- iv) approve the bad debt write-off of £7,364.10 in Student Fees;
- v) note the Student Funding position at 31 January 2024;
- vi) note the procurement update;
- vii) note the Projected Cash Flow to 31 July 2024 as at 31 January 2024.

Action: a report, for approval, be considered by the Remuneration Committee on VS, after the Easter Break – Principal, Vice Principal Operations and Vice Principal Curriculum & Quality Enhancement.

8. Fixed Asset Disposal / Write Off

The Director of Digital and Information Services spoke to the content of the report that sought approval for the physical and accounting disposal of obsolete assets. He reminded members that the College has an extensive Capital Investment Plan which includes the renewal and replacement of equipment which, in turn, requires the disposal of the items replaced.

J Quinn highlighted that a number of the assets marked for disposal were due to the withdrawal of the provision from the West End Campus. He added that members of the ICT Team had re-distributed functionable assets from the West Campus to other campuses, the older devices were no longer of material value to the College; they were faulty and beyond economic repair.

He drew members attention to the specific details of the assets listed for disposal and write off as shown in appendix 1 to the report.

Members of the Finance and Resources Committee agreed to:

- i) note the content of this report; and
- ii) approve the disposal/write-off of these pieces of equipment listed in **Appendix 1**.

9. People and Culture Services Update

The Director of People and Culture Services spoke to the content of the report that sought to provide members with an update on People and Culture Services matters that covered four main areas; Human Resource Management, Organisational Development, Equality and Inclusion and Attendance Management.

D Shiels highlighted the following points from her report:

- national discontinuous industrial action, following a ballot result that achieved a mandate, had been confirmed by EIS-FELA and Unison; the first day of action is Thursday 29 February 2024. In addition, EIS-FELA had received a mandate for Action Short of Strike Action (ASOS);
- discussions are still ongoing at a national level in relation to Job Evaluation;
- consultations are ongoing in relation to changes in team structures as detailed in section 2.1.3 of the report; Finance and Funding Team, ICT and Digital Services, Security and Business Development;
- the College received thirty-five formal applications for Voluntary Severance (VS) with a total of nineteen being supported, consultations are ongoing;
- an internal audit on Staff Development had been undertaken in January 2024. The audit report provided a level of assurance as 'good' with no recommendations and two areas identified as opportunities for improvement;
- a College Development Network (CDN) workforce survey had been issued to staff and the results will be brought to a future meeting of the Committee; and
- the College had now signed up to the LGBT+ Charter.

She apologised to members that the information related to the Quarter 2 attendance management figures were not contained within this report, this was due to staff turnover and work commitments. She added that the Quarter 2 and 3 information will be included in the report brought to the Committee on 4 June 2024. She highlighted that the information for Quarter 1 showed a reduction in absence from 5.2% to 5%. In addition, she highlighted the cost of staff absence related to teaching and support staff salaries, requested by J McBride, noted in the report; the cost did not include class cover as this is difficult to collate for teaching staff as Curriculum Managers would be required to identify which lecturers are covering in order to assess the cost involved, they do not currently collate this information.

I Patrick noted that it might be useful for the information collated by Colleges Scotland on numbers of staff involved in industrial action be brought to this

Committee and shared with Board members to provide a better understanding of the quantum. He added that the College still have the highest percentage of staff involved in the sector. D Smeall and D Shiels agreed to the request made by I Patrick.

Following a question from Dr Marion Allison, members discussed, at considerable length, the effect that industrial action, and particularly ASOS, has on the students; not marking student work and the impact that has on apprenticeships and students moving on to universities. The Principal advised members of the different aspects of ASOS. He reminded members of the massive amount of work undertaken last year to mitigate the impact on students. He added that he would bring a report on this issue to the Board of Management being held on 20 March 2024.

Members of the Finance and Resources Committee agreed to note the content of the report and its appendices.

Actions:

- **Quarter 2 and 3 absence information will be included in the report brought to the Committee on 4 June 2024 – Director of People and Culture; and**
- **the industrial action information collated and circulated by Colleges Scotland be brought to a future meeting of the Committee and to the Board of Management – Principal and Director of People and Culture.**

10. Environmental and Sustainability Update

The Director of Corporate Services spoke to the content of her report that sought to update members on environmental and sustainability matters that covered Green Gown Awards 2023, Student and staff Engagement, Public Bodies Climate Change Duties Report, Clean Heat 24 Event, Heat in Buildings Consultation, Local Heat and Energy Efficiency Strategy, Scottish Central Government Energy Efficient Grant, Networking, Transport Poverty, Network Rail Path to Springburn Campus, TravelKnowHow Consultancy, Climate Adaptation Plant & Risk Register, and Disposable Vape Ban and Safety Alert – e-bike batteries.

L Clark highlighted the following points from her report:

- the College was the winner of a Green Gown Award in the Next Generation Learning and Skills category for its 'Fighting Fast Faction' initiative; winners of that category automatically progress to the International Green Gown Awards to be held in July 2024;
- the Public Bodies Climate Change Duties Report 2022-23 was submitted by the 30 November 2023 deadline;
- the funding received by the College for the Scottish Central Government Energy Efficient Grant had been withdrawn following complications that had arisen with the project and contractors. She added that an update report would be presented to the Board of Management meeting on 20 March 2024;
- the College were working with Scotrail and MSPs on the possible construction of a direct path from the Springburn train station to the College; updates on conversations held would be provided in due course; and
- the College are looking at decreasing the number of vape-bins due to the UK wide ban on disposable vapes that it is likely to come into force by 2025.

The Vice Chair commended the work and range of initiatives undertaken and thanked L Clark for her comprehensive report.

Members of the Finance and Resources Committee agreed to note the content of this report, links and appendix.

Action: an update report on Scottish Central Government Energy Efficient Grant be brought to the Board of Management meeting being held on 20 March 2024 – Vice Principal Operations and Director of Estates and Corporate Services.

11. Estates and Capital Update Report

The Director of Estates and Corporate Services spoke to the content of the report that sought to update members in relation to estates and capital matters that covered Capital Planning/Expenditure for 2023/24, Campus Re-investment Project, West End Campus, Manned Guarding, Land at Springburn and SFC - College Infrastructure Strategy – Infrastructure Delivery Group.

L Clark highlighted the following points from her report:

- the capital plan projects, as noted in appendix 1 to the report, are on track to be spent by the deadline – photographs on the capital works undertaken are attached as appendix 2;
- the Campus Reinvestment Project is going well; the project is at its final stage, 'environment', new signage is being installed;
- the sale or lease of West Campus had gone to a closing date on 23 February 2024; a report will be presented for approval at the Board of Management meeting on 20 March 2024;
- the proposal to significantly reduce manned guarding at the East End and Easterhouse Campus was being consulted on with staff involved and unions;
- Infrastructure Development Group – J Evans provided an update when discharging item 7 on the agenda; and
- no response to legal letters sent by the College had been received from Hyde Park Residents Association in relation to the land at the Springburn Campus.

In a response to a question from S Caldwell, L Clark informed members that the likely route was the sale of West Campus; there had been no interest in lease. S Caldwell asked if there had been any progress made with the Scottish Funding Council (SFC) in terms of the retention of the proceeds from a sale. J Evans responded and informed members that the College will be making a legitimate claim for funds spent to date and they were currently working on a business case to put forward to retain any proceeds. The Principal added that Glasgow Colleges Regional Board are supportive of the College's position.

I Patrick noted that discussions are being held in the sector in relation to colleges retaining funds from the sale of their campuses; as the sector contracts other colleges will be in the same position as the College.

The Vice Chair added that in relation to the Infrastructure Development Group and the College's 10-year Capital Plan that she hoped we would not be penalised for our success, and we would be dealt with fairly.

Members of the Finance and Resources Committee agreed to note the content of the report and its appendices.

Action: A report be brought to the Board of Management meeting being held on 20 March 2024, for approval, on the sale/lease of West Campus – Vice Principal Operations and Director of Estates and Corporate Services.

12. Glasgow Kelvin Learning Foundation

The Vice Principal Operations spoke to the content of the report that sought to provide the Finance and Resources Committee with an update on two important papers submitted to the Glasgow Kelvin Learning Foundation (ALF) on 21 December 2023; one presented an update on the Campus Reinvestment Project and the other was a request for significant financial support to underpin the College Operating Plan.

J Evans reminded members that the Board of Management had approved, in December 2021, a request to the ALF for funding to undertake a campus reinvestment project. She added that the project was concluding and noted the huge amount of work undertaken to enhance the student learning and environment across all three campuses.

In addition, she provided an overview of the report on the financial support provided by the ALF to underpin the College's Operating Plan (CoP). She highlighted that the recent application for funds from the ALF had been requested on an 'upto' figure to allow for flexibility in the event that the College did not require to use the full amount.

Members of the Finance and Resources Committee agreed to note the contents of this report and its appendices.

13. Health and Safety Update

The Vice Principal Operations spoke to the content of the report that aimed to provide a brief update on the Health and Safety performance across all college locations and activities to date for the academic year 2023-24.

J Evans informed members that the Vice Chair had requested the definitions of an accident, incident and near miss, as reported in section 2.1 of the report. She provided members with the definitions as:

- an accident is something that causes an injury to a person;
- an incident is something which is reportable, e.g. fits, mental health etc. or caused damage e.g. vandalism; and
- a near miss is something that could have happened to a person or equipment.

She added that violence and or abuse tends to be recorded along with incidents.

She drew members attention to the activities undertaken from November 2023 to February 2024 as noted in section 2.2 of the report. She highlighted that the Incident Management Team continue to review the requirements of Martyn's Law; members of SMT had undertaken a one-day emergency at work first aid course; and that following lobbying to Glasgow City Council, by the College, a new pedestrian

crossing was operational at the Easterhouse Campus with a similar version being installed at the East End Campus.

Members of the Finance and Resources Committee agreed to note the content of the report and its appendix.

14. Audit Scotland Publications

Item 14a- Local Government in Scotland Financial Bulletin 2022.23.pdf

Item 14b - Technical Bulletin 2023/4 (audit-scotland.gov.uk)

Item 14c - Environmental, Biodiversity and Sustainability Annual Report 2023 (1).pdf

Item 14d - Investing in Scotland's Infrastructure Briefing.pdf

No questions or comments were made in relation to item 14a – 14d, therefore members noted the content of the reports.

Items for Information

15. Item 15a - Approved Health Safety Minutes - 01 November 2023.pdf

Item 15b - Risk Management Minute 24 October 2023.pdf

Item 15c - Financial Sustainability of Colleges in Scotland 2020-21 to 2025-26.pdf

Item 15d - College Infrastructure Strategy Delivery Plan.pdf

J McBride noted the content of item 15c and how it made depressing reading. I Patrick noted that recent external reports showed the worth and work undertaken by the College sector in the economy, yet no acknowledgement had been received from the Scottish Government.

As no questions or comments were made related to information items 15a, 15b and 15d, these were noted.

Risk, Equality and Data Protection - Discussion

16. Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda.

Members agreed that no new impact on students had arisen as a consequence of the business conducted at the meeting held on 5 March 2024,

17. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new risk management issues had arisen as a consequence of the business conducted at the meeting held on 5 March 2024.

18. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new equality issues had arisen as a consequence of the business conducted at the meeting held on 5 March 2024.

19. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new data protection issues had arisen as a consequence of the business conducted at the meeting held on 5 March 2024.

- 20. Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
Members agreed that no new environmental and sustainability issues had arisen as a consequence of the business conducted at the meeting held on 5 March 2024.
- 21. Closure**
The meeting closed at 6.20pm with the Vice Chair thanking members for their attendance and contribution.
- 22. Date of Next Meeting**
The next meeting will be held on 4 June 2024, WG1 Springburn Campus